

**PROGRESS REPORT NARRATIVE TEMPLATE  
for Signatory Jurisdiction and Headwater State Implementation Grants**

Recipient Name: \_\_\_\_\_

Assistance Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Type: \_\_\_\_\_  
(Quarterly; Semi-Annually; Final)

Period Covered: \_\_\_\_\_

**Project Narrative:** (documents progress made in achieving the objectives of project work plan(s) approved in application)

Provide the following information:

1. Comparison of actual accomplishments with the anticipated outputs/outcomes.
2. Reasons why anticipated outcomes were exceeded or not met.
3. If applicable, problems encountered during the performance period, which may interfere with meeting program/project objectives. (List N/A if no problem exists.)
4. List proposed remedies if problem(s) exist (s) as indicated in item 3. List N/A if not applicable.
5. Information on the rate of expenditure versus progress on project.
6. If applicable, information on equipment purchased during the reporting period. List N/A if no equipment purchased during reporting period.
7. Any additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs or unanticipated economics. List N/A if not applicable.

*Electronic deliverables must be managed and submitted in accordance with the Chesapeake Bay Program's guidelines and policies for the submission of data, information and documents. (Refer to page 12 (Data/Information & Document Deliverables) of Assistance Agreement Guidance and Attachments 8, 9A, and 9B.)*

**WORK PLAN AND PROGRESS MADE  
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS  
for Signatory Jurisdiction and Headwater State Implementation Grants**

*(This page needs to be submitted with Statement of Work in Application  
and updated with Progress Report Submittals)*

Project Officer Name:

Office:

Award Number:

Award Date:

Assistance Agreement Title:

Significant Amendments and Dates:

Recipient Name:

**1. C2K Goals Supported** – List C2K Section 1-5 and Goal(s)

**2. Link to EPA Strategic Plan** – Goal 4: Healthy Communities and Ecosystems

Objective 4.3: Ecosystems

Sub-objective 4.3.4: Improve Aquatic Health of the Ches. Bay

**3. Baseline** – Link to Bay Program Indicator

Work Plan Objective(s) and C2K Goal	Budget (Federal vs. State)	Stated Outputs (copy directly from Work Plan)	Anticipated Outcomes* (copy directly from Work Plan)	Progress (to be completed and submitted to the PO with each semi-annual and final progress report)
Fill in each objective that supports the C2K goal above.	\$	<ul style="list-style-type: none"> <li>• # of acres BMPs</li> <li>• # of roundtables</li> <li>• # of publications</li> </ul>	C2K Results and Tributary Strategy Nutrient Reductions	

**Issues/Problems**

**Project Officer Comments**

**\*Outcomes Legend:**

- a. Short Term: Changes in learning, knowledge, attitude, skills
- b. Interim: Changes in behavior, practice or decisions
- c. Long Term: Changes in condition

**EXAMPLE:**

**WORK PLAN AND PROGRESS MADE  
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS**

**Project Officer Name:** Kyle Zieba

**Office:** Chesapeake Bay Program

**Award Number:** CB-xxxxxxx

**Award Date:** xx/xx/xx

**Assistance Agreement Title:** FY'04 VA Ches. Bay Program Implementation Grant

**Significant Amendments and Dates:** none

**Recipient Name:** VA Dept. of Conservation and Recreation

- 1. C2K Goals Supported** – Water Quality Protection and Restoration  
3.1 Nutrients and Sediments
- 2. Link to EPA Strategic Plan** – Goal 4: Healthy Communities and Ecosystems  
Objective 4.3: Ecosystems  
Sub-objective 4.3.4: Improve Aquatic Health of the Ches. Bay
- 3. Baseline (tracking indicator)** – From 1985 to present...

Objectives	Budget Federal vs. State	Stated Outputs	Anticipated Outcomes	Progress (Only fill out for Progress Reports)
D – Nutrient Management Specialists  <u>C2K Goal</u> 3.1 Nutrients and Sediments	Federal \$681,000	<ul style="list-style-type: none"> <li>20,000 acres covered with NMPs</li> <li>80 Sewage Sludge (SS) Plans and 100 NMPs Reviewed</li> <li>200 manure samples taken</li> </ul>	Improve water quality in the tributaries of the Chesapeake Bay.  Increased nutrient reductions credited to tributary strategies.	<u>Outputs:</u> <ul style="list-style-type: none"> <li>19,929 acres covered by NMPs</li> <li>86 SS Plans Reviewed; 171 NMPs reviewed.</li> <li>232 Samples Taken</li> </ul> <u>Outcomes:</u> 193,743 lbs of nitrogen and 87,653 lbs of phosphorus reduced

## Issues/Problems

### Project Officer Comments